

City of SeaTac

ZONING COMPLIANCE OF HOME OCCUPATIONS

DEFINITION AND PURPOSE

The purpose of this form is to determine whether your Home Occupation conforms to the zoning regulations for the district it is located in.

CRITERIA FOR APPROVAL

1. The home occupation is carried on exclusively by a member or members of a family residing in the dwelling unit and no more than one outside employee.
2. It is clearly incidental and secondary to the use of the property for dwelling purposes with the floor area devoted to the home occupation not exceeding twenty-five (25%) percent of the living area of the dwelling unit. (not to include the grounds, out buildings, garage, unfinished basement, or other areas not prepared for normal dwelling purposes.
3. Has no display or sign other than an unlighted display or sign no larger than a two (2) square foot sign, except that a home occupation which is conducted by the person who is medically certified as permanently disable, and which is located on a state highway, may have a sign no larger than 24 square feet.
4. The use has no outside storage nor other exterior indication of the home occupation or variation from the residential character of the property.
5. The use does not require truck delivery or pickup not common to a residential dwelling.
6. The use does not involve installation and use of heavy equipment, large power tools, or power sources not common to a residential dwelling or any other usage which creates a level of noise, vibration, smoke, dust, odors, heat or glare beyond that which is common to a residential area.
7. The home occupation does not create a level of parking demand beyond that which is normal to a residential area.

8. The use does not include automobile, truck, or heavy equipment repair, body work, or painting; nor parking or storage of heavy equipment including trucks of over one-ton load capacity, unless within a fully enclosed building nor outside storage of used parts of vehicles and used machinery in an inoperable condition; nor outside storage of building materials such as lumber, plasterboard, pipe, or other construction materials unless being used to construct a specific structure pursuant to City Permits.
9. Does not involve production, generation, storage or use of hazardous waste, as defined by the State Department of Ecology.
10. Involves only sales which are an incidental use and which do not constitute regular retail sales on the premises.

PROCEDURE

1. File this application with your business license application. It will take approximately 1 to 2 weeks from the date of filing the attached completed application for a determination on the home occupation as related to zoning criteria.
2. If you meet all of the ten (10) criteria an “Administrative” Home Occupation will be granted.
3. If you only meet eight (8) of the ten (10) criteria (excluding criteria No. 9), you may request a Special Home Occupation Permit (SHOP). A SHOP requires a Public Hearing before the Hearing Examiner. Your “Administrative” Home Occupation Application fee will be applied towards the SHOP fee of \$200.00.
4. All adjacent property owners within 500 feet of the Home Occupation site will be notified. The Hearing Examiner may approve, approve with conditions or deny the SHOP within fourteen working days after the Public Hearing.
5. The Hearing Examiner’s decision is final, unless appealed in writing to the Superior Court of King County within 30 days of the written findings and conclusions of the Examiner.

SUBMITTAL

1. **Filing Fee:** Business License Fee \$35.00

*(Additional charge may apply at a later date if a Special Home Occupation Permit is required).

Failure to submit all requested items (in a legible form) will delay processing of your compliance application.

ZONING COMPLIANCE OF HOME OCCUPATION APPLICATION

File No. _____

Please complete the following information to the best of your ability. If you have any questions, please contact the Department of Community Development at (206) 241-1893.

1. BUSINESS NAME: _____

2. PROPERTY OWNERS:

Name: _____

Mailing Address: _____

Phone No: _____

3. PROPERTY:

Address: _____

Zone: _____ **Size (Sq.Ft.):** _____ **Acres:** _____

Legal Description: _____

4. Use:

**Proposed Use of Property (In detail and as related to attached criteria;
attach an extra page if necessary):**

Number of Employees:_____

Changes to be Made to the Property:_____

Property Owner's Signature (Please Print Name after Signature)

Date